

WATER METER SERVICE WORKER

DEFINITION:

Under general supervision, reads meters in an assigned area to record water consumption for a given period; detects and reports malfunctioning meters; repairs or replaces broken meters; performs related work as required.

CLASS CHARACTERISTICS:

This classification works independently and is expected to cover the assigned area and achieve accurate readings in the appropriate time period. This class is distinguished from Senior Water Meter Service Worker in that the latter has more extensive responsibility for meter installation and repair, meter route planning and direction and training of Water Meter Service Workers in addition to reading meters in the field.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Read domestic and commercial water meters in an assigned area, following an established schedule.
2. Record water usage for a specified time period.
3. Check for inoperative, defaced or bypassed meters.
4. Make minor adjustments or repairs or prepare a work order for major repairs.
5. Trim brush around meter boxes.
6. Assist customer or other City staff in locating meters or existing service lines.
7. Place delinquency notices and turn water on or off as assigned.
8. Answer customer inquiries regarding water service rules and regulations or about water usage.
9. Install, repair and replace meters, meter boxes or meter box covers.

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IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):

10. Make recommendations for adjusting meter routes for more effective reading patterns.
11. Investigate possible water leaks and properly mark for leaks.
12. Open and close valves affecting mains.
13. Perform concrete work, ie. remove old concrete around meters and lay new concrete around meters and install concrete slabs for sidewalk.
14. Take specifications, rebuild, paint, and map out new hydrants.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. May assist maintenance crews during emergency situations.
2. Other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. The use of common hand tools.
2. Methods and procedures for reading and adjusting domestic water meters.
3. The geography, topography and general place locations within the City service area.

Skill in:

1. Reading maps to locate streets, parcels and meters.
2. Reading water service meters quickly and accurately and preparing reports from readings.
3. Making basic mathematical calculations quickly and accurately.
4. Making repairs and adjustments to water service meters.
5. Dealing tactfully with customers encountered on the route, some of which are on the delinquent list.

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Ability to:

1. Rapidly learn the specific procedures related to the work.
2. Maintain effective working relationships with those contacted in the course of the work.
3. Work independently with little supervision.

JOB REQUIREMENTS:

1. Must possess a valid Class C California driver's license in conformance with adopted City driving standards.
2. Must have the physical stamina to walk several miles and climb embankments and stairs.
3. Must be willing to work in a variety of weather conditions and where hostile dogs may be encountered.
4. Willingness and ability to work extended hours as required and to respond from home to the Public Works Corporation Yard within 30 minutes when on stand-by or in an emergency.
5. Willingness and availability to respond to emergencies on a 24-hour stand-by basis.

OTHER QUALIFICATIONS:

1. Graduation from high school or the equivalent.
2. Two years of work experience which will demonstrate basic mechanical skill and the ability to work independently.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

1. Automobile
2. Reports, forms, pencils and pens
3. Hand tools and power tools
4. Motorized equipment
5. Cutting tools
6. Digging tools
7. Pumps
8. Generators

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9. Hand-held computer and accessories
10. Two-way radio

PHYSICAL DEMANDS:

1. Driving
2. Stooping/bending
3. Pushing/pulling
4. Manual dexterity
5. Standing
6. Walking
7. Climbing
8. Speaking/hearing
9. Seeing
10. Speed in meeting deadlines
11. Lifting up to 60 lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 5% of the time
Travel: varying conditions, 95% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

Field Conditions:

1. Outdoors: varying weather conditions
2. Noise level: varying outdoor levels
3. Flooring: grass, gravel, rock, asphalt, dirt, stairs, etc.
4. Dust: normal outdoor levels
5. Hazards: possibility of encountering hostile dogs; working in sites that are in varying stages of construction and development